



LOS ANGELES COUNTY COMMISSION ON HIV

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OPERATIONS COMMITTEE MEETING MINUTES

June 2, 2014

Approved
1/26/2015

MEMBERS PRESENT	MEMBERS PRESENT (cont.)	PUBLIC	COMM STAFF/ CONSULTANTS
Joseph Green, Co-Chair	Terry Smith	Brad Land	Jane Nachazel
AJ King, MPH, Co-Chair			Craig Vincent-Jones, MHA
Lilia Espinoza, PhD			
Michael Johnson, Esq.	MEMBERS ABSENT		
David Kelly, MBA, JD	Victoria Ortega		DHSP STAFF
Ted Liso/Douglas Lantis, MBA	Jill Rotenberg		None
José Munõz	Terrell Winder		
Ricky Rosales			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 6/2/2014
- 2) **PowerPoint:** Conflict of Interest: Managing Personal Conflict of Interest as a Member of the Commission on HIV, 5/2014
- 3) **Table:** Comprehensive Training Program (CTP), Los Angeles County Commission on HIV, 2010-2011
- 4) **Table:** Priorities, Planning and Allocations (PP&A) Committee, FY 2014 Work Plan, 2014

1. **CALL TO ORDER:** Mr. Green called the meeting to order at 10:15 am.
2. **APPROVAL OF AGENDA:**
 - ➡ Staff will check on the addition of Messrs. Lantis and Lester to the Committee.
 - MOTION #1:** Approve the Agenda Order (**Passed by Consensus**).
3. **APPROVAL OF MEETING MINUTES:** Mr. Vincent-Jones reported minutes are being caught up. Committee minutes take approximately one hour to review. Commission minutes take three. Some Commission members have asked if summaries could be used instead, but HRSA requires minutes. They have also proven very useful in researching Commission subjects.
MOTION #2: Approve the Operations Committee Meeting minutes, as presented (**Postponed**).
4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** There were no comments.
5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):**
 - Mr. Vincent-Jones announced the launch of both sign-in and sign-out including the time starting with the next Commission meeting and continuing for subsequent Commission and Committee meetings.
 - Sign-in/sign-out will verify that consumers applying for stipends attended at least 75% of meetings for which they receive credit as required. He preferred applying the procedure to all Commission members rather than single out consumers. It could also help stem the rising number of Commission members who leave the meeting early. Non-consumers do not receive stipends, but attendance for all Commission members is reported to the Board Offices semi-annually.
 - The Commission offers more leeway for clinicians though they are expected to shift their clinic hours over time if they choose to serve. Generally speaking their attendance is as good as that of others despite occasional conflicts.
 - ➡ Add alternates to roll calls. Require sign-in for all Commission members and sign-out for those leaving early.
 - ➡ Co-Chairs will report on the process verbally at the next Commission meeting and present a memorandum with key points.

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6. **CO-CHAIRS' REPORT:** Mr. Green noted he reported to Commission members at the last Commission meeting that applications would be ready shortly after the meeting, but they are not yet ready. Mr. Vincent-Jones had expected to revise the prior applications, but they were developed under Word's form module which locks documents. Commission software was updated a couple of months ago without the forms module so application access was blocked. He is recreating it as quickly as possible.
7. **MEMBERSHIP MANAGEMENT:**
- A. **Open Nominations Work Group Update:**
- 1) **2014 Membership Renewal Plan/Materials:**
- Applicants will have 30 days to apply after application release. The new candidate application will be essentially the same except for cutting a few data sections which caused confusion. The renewal application is new. Competitive seat interviews will be scheduled over the course of one week and use the current scoring sheet.
 - The nominations process will be open to the community. Candidates who have already applied or do so now and whose applications have not been acted upon will be included in the open nominations process. Such candidates currently include Patricio Soza, Edd Cockrell and a newly arrived application. Competition is expected in SPA 4 and possibly in the four stakeholder and provider seats due for renewal. Up to 25 interviews may be needed.
 - Mr. Vincent-Jones felt all Operations members should participate in interview teams to ensure they stay fresh. Candidates approved by the Commission in August should be appointed by the Board by September or October.
 - The Executive Office has previously asked for resignation letters, but inconsistently. They facilitate paperwork for a Commission member who resigns, whose term expires or, in rare cases, whose seat is vacated since members retain seats until replaced. It is expected all current renewal seats will be filled so letters will likely be unnecessary.
 - Approximately four Commission members have been appointed to their seats within three months of the end of this term on 6/30/2014. Per an agreement with the Executive Office, their new terms will run until 6/30/2016.
 - Mr. Vincent-Jones will prepare a memorandum on the process. It will include the process for leaving a seat and the form for Commission members to indicate if they plan to renew in order to help estimate the interview schedule.
 - Mr. Vincent-Jones will email the renewal application draft to the Membership Work Group for review as soon as possible. Anticipated dates are: release, 6/4/2014; application deadline, 6/30/2014; interviews start, 7/14/2014.
 - Committee members will comprise four-person interview teams for the week of 7/14/2014 as available. They will include: Messrs. Johnson, Kelly, Lantis, Liso, Munõz, Rosales and Dr. Espinoza (Monday and Friday).
 - The Membership Work Group will finalize details for interview teams and to process Commission member forms that reflect whether or not they will seek to renew, their comments and exit interviews for those not renewing. .
- 2) **Mentorship Strategy:**
- Mr. Munõz suggested a welcome packet for new members, e.g., forms and a list of helpful contacts.
 - Dr. Espinoza noted she and Messrs. Lantis, Liso and Vincent-Jones are developing an evaluation process. A baseline will be completed in a few weeks. Developing mentorship strategy is one of the topics being addressed.
 - Mr. Lantis suggested the renewal interview process can also help inform mentorship, but Mr. King was concerned that personal issues such as personality conflicts could color interviews. Mr. Johnson countered that Operations needs to consider personal issues that may affect Commission participation. Such issues may indicate a broader Commission member issue or may pertain to the individual's ability to be effective.
 - Mr. Vincent-Jones felt people less likely to speak freely in an interview versus evaluation process questionnaires.
8. **OPERATIONS COMMITTEE 2014 WORK PLAN:**
- Messrs. Green, King and Vincent-Jones will develop a draft for review and finalization at a special Operations meeting dedicated to that purpose on 6/30/2014, 10:00 am to 4:00 pm. The regular 6/23/2014 Committee meeting was cancelled.
- A. **Committee Work Priorities:**
- 1) **Membership Management:**
- Add two subcategories: f) self-assessment; and g) performance evaluation.
- a) **Open Nominations Process:** There was no additional discussion.
- b) **Member Recruitment:** There was no additional discussion.
- c) **Member Retention:** There was no additional discussion.
- d) **Officer/Member Duty Statements:**
- Mr. Vincent-Jones reported the prior evaluation survey indicated many Commission members were unsure what was expected of them. Previously duty statements helped inform members and the interview process.

- Seat-specific, they also included common duties. Redeveloping them would help address member confusion.

e) **Member Mentoring:** Mr. Vincent-Jones noted current Commission members will decide within the month whether to renew so the issue would be best addressed going forward. He urged a creative approach. One-on-one mentoring, for example, has not proven very successful, but perhaps a quarterly meeting for new members would.

2) **Policies and Procedures:**

- ➡ The Work Group will prioritize policies/procedures by categories, e.g., grievance and code of conduct.

3) **Training and Capacity Building:**

- Mr. Lantis noted several new Commission members have bonded to help each other while several older members also have reached out including texting information during meetings. It takes both personal commitment and help.
- Mr. Liso suggested helping new members find a comfortable place to jump in. Mr. Johnson felt it was important to evaluate if candidates are self-starters during interviews as people need to be willing to jump in to be effective.
- Dr. Espinoza asked whether applicants generally chose to apply on their own or were strongly pushed. Mr. Vincent-Jones responded some members were pressured or even assigned to apply. The Commission tries to counter an "assigned" feel, e.g., it has requested LA Care identify a representative who wants to participate.

- ➡ Add two subcategories: b) mentorship; and c) glossary of acronyms.

a) **Comprehensive Training Program (CTP):** New member orientation includes commissioner orientation required by the Board; County procedural orientations, e.g., sexual harassment; and Commission-specific orientation. Operations is responsible to ensure new members receive initial information, perhaps via a new member packet. Staff is responsible for tracking follow-up, e.g., orientation meeting attendance and completion of online training.

4) **Other Responsibilities:** There was no additional discussion.

B. **Scheduling and Timeline(s):** There was no additional discussion.

9. **POLICIES AND PROCEDURES:**

A. **Policy/Procedure Work Group Report:** The Work Group met in May. Its determinations are detailed below.

1) **Policy/Procedure Format:**

- ➡ Retain the format with the addition of a one-page summary for each Policy/Procedure.

2) **Policy/Procedure Development Process:**

- ➡ Committees will develop Policies/Procedures specific to their work. Policies/Procedures developed by Committees will move directly to the Commission for approval without Operations review.
- ➡ Operations will develop and forward to the Commission for approval those pertaining to the Commission overall.

3) **Policy/Procedure Sequencing/Timeline:** Mr. King felt the Work Group has completed its work by identifying Policy/Procedure types and the process for each. Mr. Vincent-Jones felt it would also prioritize, develop a timeline and review Policy/Procedure groupings.

4) **Work Group Status/Structure:**

- ➡ The Work Group of Messrs. Green, Kelly, King and Smith will meet one more time to prioritize work.

B. **New Policies and Procedures:** There was no additional discussion.

C. **Additional Policies/Procedures:** There was no additional discussion.

10. **TRAINING AND CAPACITY BUILDING:**

A. **Conflict of Interest (COI) Training:**

- Mr. Vincent-Jones reported this is a new training, but the issue is a major one for both HRSA and the County. HRSA imposed a Condition of Award on the Commission in the past because it did not find the COI sufficient.
- Only a presentation was originally planned, but it was determined during preparation that a full training was needed. Most Commission members do not know what COI is, why the Commission has a policy or what to do if it is violated.
- The Commission is responsible to the HIV community, but Commission members also have roles as public officials.
- The training will intersperse information with interactive questions using clickers pertaining to different contexts. The evaluation plan being developed will include the Commission as a whole, presentations and trainings including this one.

B. **Comprehensive Training Program (CTP):**

- Mr. Vincent-Jones reported the prior Commission developed a curriculum outline, but did not implement most pieces.

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- HRSA prioritizes comprehensive training because it focuses on consumer participation. HRSA understands consumers do not have the service delivery experience needed to plan. That holds true for HIV- consumers as well as providers who often need to learn about other areas of the system. HRSA sees training as ongoing.
- The CTP has goals/objectives for each of its six categories. It was also planned to incorporate community training especially under eligibility to lay the groundwork for new applicants.
- Mr. Smith questioned the practicality of so large a CTP. Mr. Vincent-Jones said the purpose of the CTP was to help define what was wanted and to prioritize activities. It was expected to be addressed one piece at a time and that an organization could be contracted to help. He felt the CTP was valuable and could still be addressed in pieces.
- Mr. Smith understood CTP goals, but noted things are being added to the plate without taking anything off. Mr. Vincent-Jones reiterated that HRSA requires training. Operations is already addressing orientation so has begun to prioritize activities. The CTP can be revised as needed to help conceptualize training and education.
- Eligibility: The goal of this category is to inform potential candidates before they apply to the Commission via self-guided online training modules. Planned module subjects were: Ryan White Program, County HIV service response, Commission, Commission meeting conduct, Commission membership, effective communication, County requirements.
- Required: These trainings are required after appointment. There are four County trainings: Commissioner Orientation, California Ralph M. Brown Act, Commissioner Sexual Harassment/Cultural Diversity and Commissioner Ethics. These are specific to County Commissioners so are required regardless of previous training. The latter two are online.
- The Commission requires an overview of HIV provided by DHSP, Health Insurance Portability and Accountability Act (HIPPA) and Human Subjects Research with both modules provided by the Department of Public Health. Commission members who have already completed the HIPPA and Human Subject Research training need not redo them.
- Commission and Committee Handbooks: These were planned as how-to reference materials for Commission members. Committees could write their own handbooks once they have developed a sense of their work and processes.
- Commission Orientation: This was designed in two parts. The New Member Orientation was a general introduction to the Commission and its Committees/Caucuses. An abbreviated Orientation was offered in the fall. Once developed, handbooks could serve as supplemental material. The Process/Function Orientation offered hypothetical situations to provide Commission members the experience of working through various processes, e.g., Priority- and Allocation-Setting. This piece needs to be revised to reflect the new, integrated processes once finalized.
- Mr. Smith suggested identifying pieces to contract out. Mr. Vincent-Jones replied the Commission is seeking leadership development training Technical Assistance from HRSA which might include orientation. He also would like to use webinars for many of the CTP pieces to facilitate self-paced training. A consultant would need to develop any webinars.
- Leadership Development and Personal Growth: Personal growth supports the Commission's belief that Commission members should benefit by leaving the Commission experience more informed and skilled than when they entered it, e.g., provider/consumer cross-training which could be expanded to reflect new voices on the integrated Commission.
- Leadership development prepares Commission members to take on leadership roles on the Commission. Co-Chair Training was developed and has been offered in the past. Community leadership training helps community members learn effective community planning body skills such as collaboration, communication and how to effectively represent a population. It is the most requested training and would help develop potential Commission members. Specific consumer development training was also planned to meet their needs such as organization access.
- Continuing Education: This section focuses on developing functional knowledge and skills that pertain to Commission work, e.g., data use and applications. Training was planned to take advantage of opportunities as they arose, e.g., the Commission has held data days in the past and there are regular Commission presentations on various data sets.

11. NEXT STEPS: There was no additional discussion.

12. ANNOUNCEMENTS: Mr. Munõz suggested letters of appreciation for retiring Commission members.

13. ADJOURNMENT: The meeting adjourned at 12:45 pm.